

**From:** support@doxcelerate.com [mailto:support@doxcelerate.com]  
**Sent:** Monday, October 27, 2008 12:15 PM  
**To:** Hamilton, Jennifer Gwen  
**Subject:** RevCom: SME ASSIGNMENT - 10/30/2008 - Justification Memo - PILOT TEST, DOE O 320.1 Chg 2, Acquiring and Positioning Human Resources, Justification Memo

[hamiltonjg@oro.doe.gov](mailto:hamiltonjg@oro.doe.gov),

This is to inform you that you have been assigned as a SME by Jenni Hamilton, ([hamiltonjg@oro.doe.gov](mailto:hamiltonjg@oro.doe.gov)), SCMS Operations Center for the following document in RevCom:

Document Type: DOE-Directives  
Document: PILOT TEST, DOE O 320.1 Chg 2, Acquiring and Positioning Human Resources, Justification Memo

Please review and comment on the document in RevCom.  
Your comments are due on 10/30/2008.

FYI: the following are all the SMEs assigned to this document:  
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THIS IS A PILOT TEST FOR A JUSTIFICATION MEMO PER SCMS PROCEDURES.

#### CONCURRENCE INSTRUCTIONS

To submit your concurrence/non-concurrence on the justification memo below, press the "Answer Question" button above, make your selection and "Save Answer."

To record any comments or concerns regarding your concurrence/non-concurrence, first click the "Add Comment" button below. FOR THIS TEST, YOUR COMMENTS SHOULD BE VERY SIMPLE, SUCH AS "I CONCUR" or "I DO NOT CONCUR BECAUSE THERE IS NO NEED FOR THIS ORDER." This again is only a test and commenting should be very limited.

Then enter your comment and click "Save Comment." Press "Submit" at the top of your RevCom screen, check a notification option, and then click "Submit Package."

Contact Jenni Hamilton 865-576-0681 [hamiltonjg@oro.doe.gov](mailto:hamiltonjg@oro.doe.gov) with any questions or concerns regarding this PILOT TEST.

Thank you for your participation.

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